



**MINUTES OF MEETING**  
**Southern NCC TMT Meeting**  
**April 12, 2005**  
**Townsend Fire Hall**



**Date:** April 20, 2005  
**Meeting Date:** April 12, 2005  
**Location:** Townsend Fire Hall  
**Purpose:** Southern NCC Transportation Management Team (TMT) Meeting

**List of Committee Members and Meeting Attendees:**  
See Attached Sheets

**Handouts provided during the meeting:**

- Southern NCC TMT Action Item List
- DelDOT TMC Detour Route Checklist (Draft)

**I. Opening Remarks**

Gene Donaldson (DelDOT TMC) opened the meeting with introductions from the attendees and a brief update on the status of the TMT meetings across the state. The TMT program now has a website, which will be used to post meeting schedules, minutes, and other relevant documents.

<http://www.deldot.net/static/projects/tmt/index.html>

Glenn Gillespie (DEMA) announced that the May TMT meetings will be joint meetings for NCC and Kent / Sussex. The May meetings will include a buffet dinner and a special presentation from Mr. Joe Miketta of the National Weather Service concerning the upcoming hurricane season.

The New Castle County TMTs will meet on May 2<sup>nd</sup> (7:00pm) at the Delaware City Fire Hall. The Kent and Sussex TMTs will meet on May 17<sup>th</sup> (7:00pm) at the Carlisle of Milford Fire Hall. **The monthly local TMT meetings will not be held in May – they will continue in June.**

Gene stated that the purpose of the meeting was to move forward on the action items. At this point, Gene opened the floor for discussion.

**II. Open Discussion on the Action Items List**

***Action Item 1 – Develop TMT Plans for Critical Roadways and Areas***

The group agreed to discuss the critical roadways at the June meeting.

***Action Item 2 – Improve DelDOT’s After-Hours Response***

Gene stated that improving DelDOT’s after-hours response is an action item for all of the TMTs. He stated that the TMTs’ recommendations would be taken to the necessary state officials.

Paul Quimby (NCC Fire Police Assoc.) stated that since the TMT meetings began in January, DelDOT’s response time has improved; however, there still exists a need for certain resources and equipment such as cones, flares, etc. Gene said that DelDOT could improve the resources issue if the TMC received more information about the specific scene conditions (i.e., tell the TMC what you need and what the incident is).



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***Action Item 3 – Improve Communications***

Gene asked the group what communication systems they have and how they will hold up during emergencies – e.g. if 800 MHz fails. Lt. Alice Bailey (DSP – Troop 9) stated that DSP relies primarily on pagers and cell phones. Jim Watson (DE State Fire Chief’s Assoc.) added that Fire has alphanumeric pagers, which work well with the 911 Centers but are susceptible to failure because of commercial usage. Larry Alfree (Civil Air Patrol) stated that the CAP has a UHF system, which is part of the DEOP. Mr. Gillespie added that the DEOP identified amateur radio as a support agency for communications during emergencies. The amateur radio personnel are mobile and can setup at Red Cross locations, shelters, etc. William Streets (NCC 911 Center) stated the contingency plan for the state is that every agency is assigned an ITAC channel if 800 MHz fails. DSP Communications has a fleet map with the respective ITAC channels for each agency.

Jim Watson asked the group if TMC channels would be added to fire radios when the rebanding upgrades occur. Mr. Streets stated that Fire does not need the TMC channels; instead, they should communicate with the 911 Center who could then talk to TMC.

Gene stated that the TMTs needed to clarify how the responders in the field communicate with the response centers (i.e., RECOM, NCC 911 Center, TMC, etc.) and how the response centers communicate with each other. Mr. Streets stated that the 911 Centers should remain the central group for all communications, and that there should not be direct contact with the OIC unless authorized through the 911 Center.

Gene mentioned that several other TMTs have been concerned about identifying the critical personnel on the scene. Dwain Haines (Townsend Fire Co. / DelDOT) stated that in southern NCC the OIC and DelDOT typically have few problems identifying each other because of good communication and DelDOT’s orange shirts.

Dave Carpenter (NCC EOC) mentioned that the NCC Fire Chiefs are beginning to develop common terminology (i.e., plain language) for reporting incidents. Jim Watson confirmed that this issue is also being discussed at the State Chief’s meetings; however, there is concern over the use of police / fire scanners and incident details getting to the wrong people.

Gene stated that a goal of the TMTs is to have detour routes already in place for certain incidents. He asked the group how the OIC would approve of the detours. William Streets answered that the OIC is generally not concerned at all with traffic detours, and he does not need direct communication for specifics. Chief Ray Barcus (Townsend Fire Co.) added that under NIMS when the fire police are at the scene they are in charge of dealing with DelDOT instead of the OIC. Mr. Quimby stated that each Fire Chief operates his scene individually, to which Jim Watson stated that the procedures needed to be consistent across state.

**The group agreed that it is critical to form a Statewide Communications Working Group for the TMTs.**

***Action Item 4 – Improve Maintenance of Traffic (Traffic Control)***

Dave Carpenter passed around a traffic control training manual developed by Joe Vattilana (former DelDOT employee) titled *Traffic Control Guidelines for Emergency Personnel*. Dave stated the manual was funded by the FHWA and is a conglomerate of national, state, and local traffic control



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standards and procedures. Dave stated that Mr. Vattilana might be able to produce more manuals for the group. Paul Quimby stated that Mr. Vattilana's materials were taught to approximately 40-50 fire police as part of an 18-hour advanced training course at the DE Fire School. It was suggested that Jerry Brennan of the DE Fire School be contacted for more information about the course. Jim Watson (DE Fire Chief's Assoc.) said that he would work with the fire chiefs to incorporate this course into their training.

Lt. Bailey said that DSP has a very basic traffic control course, and she added that TMT training could be held as in-service for the DSP. Jim Wormley (DeIDOT Canal District) stated that the Department's traffic control training is through the DE Safety Council.

Gene added that the TMTs must also consider ODP training offered through DEMA. He also noted that incident management courses are also available throughout the industry (e.g., NHI course).

***New Action Item – Emergency Access Gates along SR1***

Tom Connelly (Townsend Fire Co.) asked the group how the fire police could use the emergency access gates along SR1 given that they have private vehicles. Gene answered that the fire police should contact the 911 Communications Center who then can contact the TMC. Gene stated the TMC needs to know how long to keep the gate open and when to close it. He expressed serious concerns with illegal (public) use of the gates since the gates are phone controlled and the codes can fall into the wrong hands. Mr. Streets suggested that the Fire Chief could call to request the gate to be opened for the first vehicle and then call after the last vehicle clears the gate. Mr. Connelly also suggested using the fire police call signs to get authorization from the TMC to open the gates.

Chief Ray Barcus (Townsend Fire Co.) stated that recently one of the gates was not working correctly, but DeIDOT's response was timely and they were able to provide a temporary solution.

**III. Next Meeting**

**DEMA and the TMTs will be hosting a joint meeting on May 2 at 7:00pm at the Delaware City Fire Hall for the NCC TMTs. The meeting will include a buffet dinner and a special presentation by the National Weather Service.**

**The next S. NCC TMT meeting is tentatively scheduled for June 14 at 7:00pm at the Townsend Fire Hall.**

Any questions or concerns can be directed to Gene at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DeIDOT in coordinating the efforts. Matt Buckley and Mike Domboski can be reached at [mbuckley@ekmail.com](mailto:mbuckley@ekmail.com) / (610) 701-7000 and [mdomboski@ekmail.com](mailto:mdomboski@ekmail.com) / (610) 701-7000, respectively.



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“X” in attendance

	Alexander	Mark	DelDOT Canal District	mark.alexander@state.de.us
X	Alfree	Larry	Civil Air Patrol	rlalfree@aol.com
X	Arterbridge	Shaun	Townsend Fire Co.	sarterbridge@townsendfirecompany.org
	Austin	Steve	Emergency Responder Safety Institute	steveaustin@earthlink.net
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X	Bailey	Alice	DSP – Troop 9 (Traffic)	alice.j.bailey@state.de.us
	Baldwin	Richard	Smyrna Police	Rbaldwin@smyrnacd.state.de.us
X	Barcus	Raymond	Townsend Fire Company	rbarcusjr@townsendfirecompany.org
	Barcus	Patrick	NCC Fire Police (Task Force Officer)	firefighter269a@aol.com
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	Carrow	William	DSP – Communications	Bill.carrow@state.de.us
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	Clark	Raymond	Townsend Fire Company	
	Clark, Jr.	Rickie	Townsend Fire Company	
	Clarke	Tony	Edwards and Kelcey	cclarke@ekmail.com
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	Colmery	Lewis	DE Towing Assoc.	
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X	Connelly	Thomas	Townsend Fire Company	manxtopcat57@aol.com
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	Daniels	Jerry	NCC Fire Police Assoc. (Former Pres.)	
	Davis	Jeff	DelDOT/M&O Toll Operations	jeff.davis@state.de.us
	Dempsey	Tucker	DE Fire Chiefs Assoc. (2nd Vice Pres.)	
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	Faust	Patricia	DelDOT/TMC	patricia.faust@state.de.us
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	Fox	John	DE Fire Chief's Assoc. (NCC Director)	
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	Getty	Ken	Odessa Fire Company	
X	Gillespie	Glenn	DEMA	glenn.gillespie@state.de.us
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	Hahn	Robert	DE Fire Police Assoc. (1st Vice Pres.)	gw189c@aol.com



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X	Haines	Dwain	Townsend Fire Co.	
	Hake	David	DEMA	dave.hake@state.de.us
			NCC Fire Chief's Assoc. (2nd Vice Pres.) &	
	Haley	Eric	Claymont Fire Company	chief@claymontfirecompany.com
	Hess	Tory	DelDOT/TMC	tory.hess@state.de.us
	Hickox	William	DelDOT/DTC	william.hickox@state.de.us
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	Keen	Brooks	Citizens Hose of Smyrna Fire Company	BKeen29928@aol.com
	Kennedy	Patrick	FHWA Traffic Operations and Safety	patrick.kennedy@fhwa.dot.gov
	Kernan	Michael	DE Fire School	Michael.kernan@state.de.us
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			NCC Fire Chief's Assoc. (1st Vice Pres.) &	
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	Schoeffler	Frank	Port Penn Fire Company	
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	Warrick	Les	NCC Fire Chief's Assoc. (President)	Lwwar14@msn.com
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	Wilgus	Lance	FHWA	Lance.Wilgus@fhwa.dot.gov
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X	Wormley	James	DelDOT Canal District	jim.wormley@state.de.us
	Zerles	Joseph	DE Fire Police Assoc. (2nd Vice Pres.)	

**Southern New Castle County TMT  
Action Items**

<i>Action Item (Date Assigned)</i>	<i>Priority</i>	<i>"Data" Needs</i>	<i>Submitter(s)</i>	<i>Task Leader</i>	<i>Legislation / Policies?</i>	<i>Status</i>	<i>Comments</i>
1 <b>Develop TMT plans for Critical Corridors and Areas</b> DE 1 / US 13 DE 896 / DE 71 / US 301 DE 9 SR 1 Limited Access and Crossovers C&D Canal Bridges	<b>Med</b>	Traffic volumes & roadway capacities Accident data Bridges - height & weight restrictions DelTrac tools (existing and proposed) Detour route checklist Roadway construction (existing and proposed) Capital Transportation Program	Alice Bailey - DSP Ray Barcus - Townsend Fire Co. Dave Carpenter - NCC EOC			Ongoing	
2 <b>Improve DelDOT's After-Hour Response</b> <i>STATEWIDE TMT ACTION ITEM</i>	<b>High</b>	List of available resources (per time of day) List of DelDOT communication tools	Alice Bailey - DSP Dave Carpenter - NCC EOC Jim Watson - DE Fire Chiefs Assoc.			Ongoing	
3 <b>Establish TMT Communications Working Group (4/12/05)</b> Upgrading radios Identifying who is in charge Reporting critical information Notification checklist Understanding roles & responsibilities Knowing what's at the scene (dispatching) <i>STATEWIDE TMT ACTION ITEM</i>	<b>High</b>	Agency points of contact for subcommittee TMC communication (reporting information) list List of agency communication resources List of common terminology List of dispatch points-of-contact (e.g., NCC 911 Center)	Dave Carpenter - NCC EOC Jim Watson - DE Fire Chiefs Assoc. Bill Streets - NCC 911 Center Paul Quimby - NCC Fire Police Assoc.			Ongoing	4/12/05 - Agreed to have representatives involved in statewide Working Group. Agreed that procedures need to be consistent for all TMTs.
4 <b>Improve Maintenance of Traffic (Traffic Control)</b> Safety is #1 priority Uniform, Inter-agency Training	<b>Med</b>	Joe Vattilana training material List of available training courses	Dave Carpenter - NCC EOC Paul Quimby - NCC Fire Police Assoc.			Ongoing	4/12/05 - Agreed to pursue 18-hr advanced training course thru DE Fire School (Jerry Brennan) or another ATTSA course.
5 <b>Establish Procedures for Access Gates on SR1 (4/12/05)</b>	<b>High</b>	Fire Police call signs listing	Tom Connelly - Townsend Fire Co. Paul Quimby - NCC Fire Police Assoc.			Ongoing	